



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Correction, Department of. Jail Inspection Services.

| Agency: Jail Inspection Services |               | Division:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                        |
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| ITEM NO.                         | RECORD SERIES | TITLE/DESCRIPTION<br>(This Retention Schedule is approved on a space-available basis)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RETENTION PERIOD                                                                                                                                                                                                                                                                                                                                                       |
| 1                                | 95-08         | <b>COUNTY JAIL INSPECTION REPORTS</b><br>The Department of Correction Jail Inspector uses a 225 point checklist based on state standards plus standards developed by the American Correctional Association (ACA) of Laurel, Maryland. Among the goals of this public interest group is to promote improved correctional standards. Pursuant to IC 11-12-4-2, these semi-annual reports indicate compliance or non-compliance with the listed standards and note any improvements that are to be made. The original inspection report is submitted to the Circuit Court Judge. Lengthy retention desired due to frequent litigation and federal court-ordered mandates for county officials to maintain certain standards for their county jail. Some federally ordered mandates have not been lifted in over twenty (20) years. | TRANSFER to the RECORDS CENTER ten (10) years after the end of the year of the report. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional ten (10) years in the RECORDS CENTER. TOTAL RETENTION prior to Indiana Archives transfer: Twenty (20) years after the end of the year of the report. |
| 2                                | 95-09         | <b>COMPLAINT LETTERS</b><br>The Department of Correction frequently receives correspondence alleging extensive problems in county jails or actions or inactivity of county jail officers. Much of the correspondence is from confined persons with friends, relatives and/or attorneys also submitting correspondence and comments. Subject matters include food quality, medical attention, religious observances, recreation facilities, and educational opportunities. The Department of Correction always responds to the allegations with the Jail Inspector providing most of the return responses. Extensive documentation is frequently required for litigation purposes. Disclosure of these records may be affected by IC 11-8-5-2 and IC 5-14-3-4(b)(2) and (6).                                                     | TRANSFER to the RECORDS CENTER ten (10) years after the year of the response. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: Fifteen (15) years after the year of the response.                                                                                                                                                    |
| 3                                | 95-11         | <b>COUNTY JAIL PLANS AND SPECIFICATIONS</b><br>Pursuant to IC 11-12-4-7, prior to any commencement of construction, the Department of Correction shall review plans and specifications submitted by a county. The purpose is to determine whether the minimum standards adopted by the Department of Correction will be met in this proposed new jail construction. The Jail Inspector and a Department of Correction architect examine the plans and specifications and submit a report to the County Sheriff or architecture firm that prepared the plans and specifications plus the State Building Commissioner. Compliance with state standards and ACA standards must be met before the plans and specifications are approved.                                                                                            | TRANSFER to the Sheriff of the county which originally submitted the county jail plans and specifications six (6) years after the year in which the new county jail was completed.                                                                                                                                                                                     |